

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0007937, State: NM, Program Year: 2017)**

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

**Definition of income used to determine eligibility:**

The 2014 US Census American Community Survey 1 year estimates identified 206,022 households in the state with incomes at or below 200% of the poverty level, the WAP eligibility limit. These households equal 27% of the state's population.

Additionally, the 2014 US Census American Community Survey provides other significant findings about persons with incomes at or below the poverty level:

- 247,555 households with 1 or more people under 18 years of age;
- 50,749 households contained children that were under 6 years of age;

From 2015 US Census American Community Survey regardless of poverty status:

- The number of dwelling units in which the elderly reside was estimated at 208,642;
- The number of dwelling units in which people with disabilities reside was estimated at 292,759.

Definition of income used to determine eligibility: Low-Income means income in relation to family size. The basis for eligibility for assistance under DOE is at or below 200% of the Federal poverty guidelines.

**The NM EnergySmart Priority factors:**

The priority ranking addresses the neediest households (e.g. children, elderly, people with disabilities). Subgrantees will weatherize eligible households on the basis of the household's need.

Related factors and priority for weatherization assistance is given to:

- (1) Elderly persons (a person who is 60 years of age or older);
- (2) Persons with disabilities;
- (3) Families with children (households with dependents not exceeding 18 years of age);
- (4) Households with high energy burden

High residential energy use is defined, as energy usage above average as a result of household composition or unusual needs for energy. Households with a "high energy burden" where 20% or more of the household income is going towards energy can also be a priority for weatherization.

Households with children and elderly are each assigned a point value to aid in ranking. The definition of a child will be anyone under the age of 18 and the definition of an elderly individual is 60 and older.

Describe what household Eligibility basis will be used in the Program

Before a home is qualified for weatherization, the client must be approved. This approval process begins with receipt of an application. A NM EnergySmart intake staff member reviews applications to ensure that clients qualify for the program. A client will not be qualified unless the following items are provided for the file.

A completed application

Income verification

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Proof of ownership and or landlord sign off

A current utility bill for gas & electric service

Proof of income may be in the form of:

Documented verification from income sources

Current income tax return

Copies of pay checks or check stubs

Proof of ownership may be in the form of:

Evidence of mortgage payments

Property deeds or proof of tax payment

For renters, rental agreements from landlords must be obtained and accompanied with a landlord agreement.

Intake staff also reviews the documentation for demographic information such as:

Proper identification of head of household

Other household members are identified as applicable for disability or child status

Proof of disability (Medical documentation is requested to ascertain disability status)

Re-weatherization: Homes Weatherized on or before September 30, 1994 may be reweatherized, however homes that have never been weatherized will be prioritized over homes that have been previously weatherized.

Notification: Applicants are immediately notified of their eligibility status. Ineligible applicants are notified in writing, stating the reason for ineligibility.

**Client Appeals Policy**

**All Subgrantees shall establish and maintain a policy allowing a client to appeal a denial of service. The policy must be part of the agency's weatherization program manual. In addition, the agency must post the policy on the agency's website, so clients have access to submit a formal appeal for denial of services. The policy must clearly state how the client can initiate the appeal, who will make the determination and the timeline for review.**

Steps that should be part of Subgrantee's policy include:

When the agency defers a unit or otherwise denies a client weatherization services, the agency must transmit a formal letter to the client indicating the specific reason(s) for the denial.

If an appeal is received, the agency should have a minimum of a 1 tier review of the client's application by a staff member in the organization with a supervisory position in the agency hierarchy. The person reviewing the appeal must be someone other than the person who made the initial decision to deny the client services. The individual must also be familiar with the regulations regarding eligibility.

The person reviewing the appeal should compare the provisions of the relevant regulation(s) to the application, speak to the agency staff involved in the initial denial, and speak to the client before making a decision.

If a determination is made that the original determination was correct, a formal letter must be sent to the client outlining the determination of the appeal and once again articulating why services were denied. The letter should include the process that took place to confirm the denial.

If the person reviewing the appeal determines the appeal is granted, the client should be provided a letter stating such and detailing when their home will be weatherized. The letter should include the process that took place to confirm the approval.

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Describe the process for ensuring qualified aliens are eligible for weatherization benefits

MFA requires Subgrantees to collect proof of a social security number/identity for at least one adult living in the residence. If a social security number is not available for the remaining members of the household, we require a Non-Citizen Immigrant Status for all other members of the household. Immigrants are eligible under the current law referenced on the U.S. Department of Health and Human Services website. <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml> In addition, we require a birthdate be provided. The Subgrantee passes the information through our on-line system which has a secure server where the information is encoded. All data has been redacted after it has been put into our online system. Our online system scrambles the data for protection of the client.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

A dwelling unit is eligible for weatherization assistance if it is occupied by a family whose total income is at or below 200 percent of the poverty income level or if the households contains a member who has received SSI for disability or TANF at any time during the 12-month period preceding the determination of eligibility for weatherization assistance.

In addition, the client must have evidence of mortgage payment, property deed or proof of tax payment to be qualified. For renters, rental agreements from landlords must be obtained and accompanied with a landlord agreement.

Describe Reweathering compliance

New Mexico does not encourage re-weatherization of homes however if an individual applies for weatherization and their home had been weatherized prior to September 30, 1994 we will allow re-weatherization under the below conditions.

- The Subgrantee must determine that the applicant is eligible
- A DOE approved energy audit must be run on the home
- All health and safety issues must be addressed
- When applicable we use leverage funding instead of DOE funding for any measure that qualifies

Households located in a disaster area would be considered as priorities for weatherization as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim resulting from damage incurred from the disaster.

Describe what structures are eligible for weatherization

Housing types qualifying for weatherization include single family, multi-family, and mobile homes.

A dwelling unit is eligible for weatherization assistance if it is occupied by a family whose income is at or below 200 percent of the poverty level, contains a member who has received SSI or TANF at any time during the 12-month period preceding the determination of eligibility for weatherization assistance, or is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981.

Non-traditional dwelling units such as shelters or dwelling units sharing a wall with a business will be discussed with the DOE project officer prior to commencement of the project and full caution will be exercised to be sure the particular units are eligible. Weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicant are not eligible and will not be allowed.

Buildings should be deferred if they have a deficiency in their structure or condition that makes it impractical to weatherize effectively. If the area is known to have redevelopment plans then weatherization will be deferred until development is complete. Health and safety issues requiring more than what is allowed by WPN 11-6 will be deferred.

Describe how Rental Units/Multifamily Buildings will be addressed

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**Rental Units/Multi-Family Buildings**

We have updated our Admin Manual to include a rental plan and procedure that outlines the following four points:

1. Benefits or the services accrue primarily to the low income tenants
2. The tenants have a way to complain if they feel that the rent has increased as a result of these services.  
The landlords provide a statement notifying tenants of this procedure.
3. The plan ensures that no undue or excessive enhancement shall occur to the dwelling unit.
4. Rent and permission of the building owners are always obtained before commencing work.

Our Admin Manual already states that not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building are eligible dwelling units, or will become eligible dwelling units within 180 days.

**Single Family Rental Units**

Single Family Rental units qualify for weatherization as long as the landlord agrees to the weatherization, commits to a contribution of 20% of the materials being installed in the home and signs a waiver stating that they will not raise the rent on the units for a minimum of 1 year unless those increases are related to matters other than the weatherization work performed.

To ensure that no undue or excessive enhancements are made to the home, a NEAT or MHEA audit must be run on the home prior to the scope of work being outlined.

The necessary steps that must be taken to ensure proper documentation for weatherizing a single family rental unit include:

- An application must be fully filled out by the client;
- Proof of income must be provided;
- Proof of a lease must be obtained;
- Current copies of the clients gas and electric bills must be obtained;
- Written permission must be obtained from the landlord/agent committing that they are willing and able to pay a 20% of materials contribution to the project prior to commencement of the Weatherization Project;
- The 20% materials contribution will be based on the estimated costs from the NEAT or MHEA audit that is performed;
- Subgrantee must obtain certification from the landlord that the rent of the property will remain the same for at least one year following performance of weatherization work;
- Landlords are not responsible for any additional costs over the written estimate. If the actual (final) materials costs are higher than the estimate, then the Program will pay the difference.
  
- The Weatherization Subgrantee is responsible for obtaining the required landlord contribution;
- Landlord cash contribution received should be applied to supplement the cost of the Project;
- Subgrantee should report landlord cash contributions on the Statement of Expenditures for the month in which they are received;
- MFA will monitor compliance with this policy only to the extent that the 5% to 10% sample monitoring method MFA employs to verify compliance will include rental Projects weatherized through the Program.

Single family landlord contribution may be waived under the conditions described below. Affordability restrictions may not be waived.

- The Landlord qualifies for the Program under the same guidelines used to qualify homeowners for assistance;
- The home in question has health and safety issues that could cause imminent danger to the individual and/or family living in the unit, and the owner does not have the financial means to address those issues. Proof of health and safety issues must be documented by the lead NM EnergySmart auditor for the NM EnergySmart Agency providing weatherization services. Health and safety issues will be addressed as part of the scope of work;
- The Owner provides documentation that improvements have been made to the property within the previous 12 months, the cost of which is equal to 20% of the cost of materials for the proposed weatherization services.

**Multi-Family Rental Units**

Multi-Family Rental units qualify for weatherization as long as the clients that are housed in the property qualify for weatherization. The owner/agent must agree to the weatherization, commit to a contribution of 20% of the entire weatherization project and sign a waiver stating that they will not raise the rent on the units for a minimum of 1 year unless those increases are related to matters other than the weatherization work performed.

To ensure that no undue or excessive enhancements are made to the home, a TREAT or NEAT audit, depending on the building structure must be run on the complex prior to the scope of work being outlined.

The necessary steps that must be taken to ensure proper documentation for weatherizing a single family rental unit include:

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- Obtain the written permission of the owner or his agent;
- Verify that not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building are eligible dwelling units, or will become eligible dwelling units within 180 days;
- Ensure that the benefits of weatherization assistance in connection with such rental units including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;
- By way of use of the audit, Subgrantee must make certain that no undue or excessive enhancements are made to the units;
- Completed applications must be obtained from each of the clients in the rental units; and
- Current copies of Gas and Electric bills must be obtained from each of the rental units.

Once the above information is in place, an approval request, in the form of an approved energy audit must be submitted to MFA in order to weatherize multifamily units larger than a 4-plex. A description of the process that determined the measures being installed must be provided with the audit. MFA staff will determine if the project is viable to send to DOE for final approval.

Procedures for Owner Contributions are as follows:

- A 20% commitment of the entire weatherization project is required from the Owner prior to commencement of the Weatherization Project. The Owner contribution is based on the estimated costs from the energy audit. For large projects estimated cost for an engineer's estimate of HVAC costs is added to the energy audit costs;
- Owners are not responsible for any additional costs over the written estimate. If the actual (final) cost of the project is higher than the estimate, then the Program will pay the difference;
- A memorandum of understanding will be executed between the Owner's representative and Subgrantee prior to the commencement of work. The Contract will detail the amount of the Owner contribution and commit the Owner to certify that he/she will maintain rent at the HUD designated "High Home Rent" levels (Affordable Rent) for a period of one year following performance of weatherization work;
- The Subgrantee is responsible for obtaining the required landlord contribution from the contractor. The amount of the contribution must be included in the project outline to MFA prior to project approval;
- Landlord cash contribution received should be applied to supplement the cost of the Project;
- Landlord cash contributions should be reported on the Statement of Expenditures for the month in which they are received;
- MFA will monitor compliance with this policy as needed. This may include monitoring during unit inspections, technical monitoring, programmatic monitoring, desk monitoring, and upon initial project submittal. The method MFA employs to verify compliance will include rental Projects weatherized through the Program.

Describe the deferral Process

There are some situations in which an agency or contractor should not, or may choose not to, weatherize an otherwise eligible unit. In order to deal with such cases, the MFA implements the deferral policy for all agencies administering the NM EnergySmart Program. This policy allows weatherization staff to postpone services when certain conditions or circumstances exist. Under no circumstances will partial weatherization be allowed. All units reported must be inspected by a QCI and determined to be complete. Deferral is allowed under certain conditions. However, an agency should define its intentions at the time a condition occurs. The agency/contractor deferral/postponement policy must contain these elements:

- *Postponement of Weatherization Services:* An agency or contractor may postpone weatherization services under the following conditions:
  - Located in an area slated for redevelopment.
  - A dwelling unit is vacant.
  - A dwelling unit is for sale.
  - A dwelling unit is scheduled for demolition.
  - A dwelling proves to be dilapidated or structurally unsound and unsafe. Dilapidated units are classified as those which do not provide decent, safe, and sanitary shelter in their present state and have defects so serious and numerous that the repairs required to revive the structure to standard condition would not be economically feasible.
  - A dwelling unit is deemed by the auditor to pose a threat to the health or safety of the crew or contractor.
  - A mobile home is improperly installed (for example, without adequate supports).
  - A dwelling unit is uninhabitable (for example, a burned-out apartment).
  - A building is affected by mold and mildew and the area affected is too large for the weatherization crew or contractor to remediate.
  - The client is uncooperative with the weatherization agency or its contracted agent, either in demanding that certain work be done, refusing higher priority work which is needed, being abusive to the work crew or contractor, or by being unreasonable in allowing access to the unit. Every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the MFA should be consulted. In such cases, documentation is required.
  - Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The agency or contractor must resolve these discrepancies before weatherization work can continue.
  - If, at any time prior to the beginning of work (work officially begins when the audit is performed), the agency or contractor determines that the client is no longer eligible, or personnel believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.
  - There are rats, bats, roaches, reptiles or insects present that could cause harm to the crew or other animals or varmints that are not properly contained on the premises.

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- There are health or safety hazards that must be corrected before weatherization services may begin including, but not limited to:

- The presence of animal feces and/or other excrement,
- Disconnected waste water pipes,
- Hazardous electrical wiring,
- The presence of unsafe levels of mold or mildew, or
- Unvented combustion appliances or actionable levels of ambient carbon monoxide.
- There are illegal drugs or illegal activities occurring on the premises.
- The client or owner is physically or verbally abusive to any personnel.
- The dwelling unit or parts thereof are being remodeled and weatherization work is not coordinated with a housing rehabilitation program.
- The eligible household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the agency or contractor must determine whether to complete the work, and the circumstances must be documented in the client file.
- One or more occupants in a dwelling have been diagnosed with a contagious and life-threatening disease.
- When a person's health may be at risk and/or the work activities could constitute a health and safety hazard, the occupant at risk will be required to take appropriate action based on the severity of the risk. Failure or the inability to take appropriate actions must result in deferral of the weatherization work.
- In unusual situations not covered above or where other problems of a unique nature exist, MFA should be consulted.

**Procedure**

If an agency or contractor cannot, or chooses not to weatherize a dwelling unit, it must notify the client or owner/authorized agent by use of the Deferral of Services Form should include:

- The nature and extent of the problem(s) and how the problem(s) relate(s) to the determination not to weatherize the unit;
- Any corrective action required before weatherization services can be initiated;
- A time limit for correcting problems so that weatherization services may be rescheduled;
- The name of the person or entity responsible for correcting the problem(s); and
- The right of appeal.
- All documentation justifying the decision to postpone services must be kept in the client file.

**V.1.3 Definition of Children**

Definition of children (below age): **19**

**V.1.4 Approach to Tribal Organizations**

- Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of an Indian Tribe ineligible to apply under the Navajo Grant for weatherization services are eligible to apply for services under this plan. MFA has a staff member dedicated to Indian Housing issues who has been instrumental in our program weatherizing more homes on native lands. Low income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

**V.2 Selection of Areas to Be Served**

The NM EnergySmart Program is a statewide program serving the 33 counties of New Mexico: San Juan; McKinley; Cibola; Rio Arriba; Taos; Colfax; Los Alamos; Santa Fe; Mora; San Miguel; Union; Harding; Quay; Curry; Guadalupe; DeBaca; Roosevelt; Sandoval; Bernalillo; Valencia; Torrance; Catron; Grant; Hidalgo; Luna; Socorro; Sierra; Dona Ana; Lincoln; Chavez; Otero; Eddy; Lea.

The Program also serves the Pueblos of Zuni, Acoma, Laguna, Santa Clara, Ohkay Owingeh, Taos, Picuris, Nambe, Tesuque, Pojoaque, Cochiti, Isleta, Jemez, San Felipe, San Ildefonso, Sandia, Santa Ana, Santo Domingo, Zia, Jicarilla Apache Reservation, and the Mescalero Apache Reservation.

The 2014 US Census American Community Survey was used to compile the data used for the distribution formula. The funding allocations for each county and pueblo are based on the number of households with elderly, young children, disabled and low income occupants, weighted by heating degree days.

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DOE, LIHEAP and State funds (if awarded) will be allocated statewide. Utility funds will be allocated to the areas served by the participating utility companies.

**V.3 Priorities for Service Delivery**

Subgrantees will be required to disseminate information to the general public about the availability of services within thirty (30) days of receipt of the contractual agreement and shall retain proof of such dissemination in their records.

Subgrantees are required to update the waiting lists annually to include written notification to individuals on the waiting list to determine if they still desire services. Updating will allow the Subgrantees to identify the higher-ranking clients regardless of the amount of time on the waiting lists.

Priority among eligible applicants for the receipt of NM EnergySmart services is established by the NM EnergySmart Online system, which follows the requirements specified in CFR 440.16 (b). Priority is given to identifying and providing weatherization assistance to:

- (1) Elderly persons (a person who is 60 years of age or older);
- (2) Persons with disabilities;
- (3) Families with children (households with dependents not exceeding 18 years of age);
- (4) Households with high energy burden

**V.4 Climatic Conditions**

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New Mexico is the 5th largest of the 50 United States with a total area of 121,599 square miles (121,365 square miles land and 234 square miles covered by water). Within its boundaries, elevations reach as high as 13,161 feet above sea level (Wheeler Peak in Taos County) and as low as 2,842 feet above sea level (Red Bluff Reservoir in Eddy County). The vast land area, variations in local topography, and elevation disparities cause measurable differences in climate even within each of the (2) identified regions. Likewise, Lawrence-Berkley National Laboratories (LBNL) has identified (3) distinct climactic zones, that are independent of the particular heating-cooling demand associated with the region, but still significantly effect the performance of homes within each zone.

The Department of Energy has defined (3) distinct climate zones that cover parts of New Mexico. These climate zone help approximate the performance of a building within each zone due to the effects of heating-cooling demand, precipitation, and relative humidity.

Due to the variations in climate throughout the state, each energy audit shall be adjusted to most accurately model the climactic conditions of the individual location. Likewise, each energy audit shall indicate the model climate used (either a location included in the DOE-approved auditing software, or the HDD base 65 /CDD base 74 factors).

Heating Degree Day (HDD) and Cooling Degree Day (CDD) data may be found in various sources. A map has been uploaded that describes the different climatic zones that are used in New Mexico. There are 26 different weather station used throughout New Mexico for the energy audit. The heating degree days range from 3900 to 14,000.

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

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The NM EnergySmart Program is committed to full compliance with 10 CFR 440.21(i) and WPN 15-4 for energy audit procedures. All installations are using materials that are listed in Appendix A of 10 CFR 440.

The NM EnergySmart Program has approached the goal of meeting the specifications, desired outcomes, and objectives of the Standard Work Specifications (SWS) with several successful methods. Our Subgrantees have been in the practice of utilizing the SWS as full implementation from the beginning of PY 2014. Below is a list of manuals and guides with dates of issue. Each of these has been uploaded with the State Plan in addition to the links provided below.

- NM EnergySmart Administrative Manual [http://www.housingnm.org/community\\_development/energysmart](http://www.housingnm.org/community_development/energysmart)
  - Re-issued 07/01/2014, updated 04/05/2016
- NM EnergySmart Technical Standards [http://www.housingnm.org/community\\_development/energysmart](http://www.housingnm.org/community_development/energysmart)
  - Re-issued 07/01/2014, updated 04/15/15
- Field Guide Deck of Cards
  - Issued 11/21/2014, updated 03/04/2015

There are five ways the documents are made available to our Subgrantees:

1. The Administrative Manual and Technical Standards are available to our Subgrantees and the general public on our website. [www.housingnm.org](http://www.housingnm.org)
2. We are communicating with our Subgrantees on a regular basis referencing the necessary materials. This is either triggered by a question, conversation, or monitoring.
3. Technical Committee calls are held on a monthly basis. During these calls, the Technical Standards and SWS are discussed with challenges, successes, and innovative approaches to compliance. The attendees for these meetings are the energy auditors, program managers, and Quality Control Inspectors and the Santa Fe Community College.
4. During the RFP process, the links to the manuals are provided with the RFP package.
5. Subgrantee use of the documents are verified through the monitoring process.

All of the existing contracts that the NM Energy Smart Program has with our Subgrantees references compliance to the SWS. The contracts contain the following statement:

Subgrantees will be responsible for providing services as required by the Department of Energy (DOE) Standard Work Specifications (SWS). The SWS requirements for Single family homes & Manufactured housing can be accessed at <https://sws.nrel.gov>. If these specifications are not followed, payment will not be made.

Our Subgrantees have also incorporated language in their contracts with their subcontractors requiring compliance to the SWS. All of the contracts between any entities using WAP funds have signatures from both parties verifying acknowledgement of the aforementioned expectations.

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** NEAT, Approved in October 2013.

**Manufactured Housing :** MHEA, Approved in October 2013.

**Multi-Family :** MFA does not have an approved MF audit. Before working on a multifamily property, MFA works with DOE Project Officers for each MF to determine cost effective, energy efficiency upgrades for eligible units using TREAT or NEAT audits.

**Comments**

We will be submitting for approval the use of TREAT and NEAT as a multi-family auditing software.

This section will detail the minimum required diagnostic testing to be completed on each weatherized home. It is recommended that the energy auditor responsible for the home complete any additional diagnostics necessary to ensure the effectiveness of weatherization measures and the safety of the occupants.

The following diagnostics shall be done prior to the installation of any weatherization measure:

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Combustion Safety Assessment - Follows NM Technical Standards, BPI Testing Standards, and Standard Work Specification Requirements

1. Thermal Bypass Assessment
2. Thermal Envelope Assessment
  - a. Insulation inspection, location, quantity, and quality
  - b. Blower Door air barrier assessment
    - i. Leakage from connected or "tuck-under" garage
    - ii. Leakage from basement or crawlspace
    - iii. Leakage from attic space
    - iv. Leakage from any space containing possible contaminant
3. Forced-Air Distribution System Assessment
  - a. Visual duct inspection
  - b. Dominant Duct leakage test
  - c. Pressure Pan Testing
  - d. System balance assessment
4. Indoor air-quality assessment
  - a. Identify potential contaminant sources
  - b. Exhaust fan flow tests
  - c. ASHRAE 62.2-2016 Minimum Ventilation

In the event that potentially dangerous friable materials (e.g. Lead-based paint dust, disturbed asbestos, or hazardous organic materials) may become air-borne due to depressurization testing, any testing requiring the use of a blower door may be omitted. Such conditions must be documented including photographs, and included in the unit file. For the purposes of energy auditing and air-sealing specification, the energy auditor may assume an initial envelope leakage rate of up to 200% of the Minimum Ventilation Rate (CFM50) as calculated in accordance with the current air-sealing standard (ASHRAE 62.2-2016).

To ensure eligible occupants of multi-family housing will receive cost effective weatherization services, each weatherized unit will have a computerized energy audit which complies with 10 CFR 440.21(b) completed prior to the installation of any weatherization measures. This energy audit will be included in each unit file. For single-family units, a NEAT audit will be completed. For mobile home units, a MHEA audit will be completed. Multi-family units may be audited using TREAT, or with prior written permission, a NEAT audit may be completed.

Prior to multi-family audit approval, we will stay below the 20% threshold. Our system has been developed to streamline the process of communication between MFA, multi-family owners, Subgrantees, and other necessary parties. Our field assessment methods and modeling audit procedures are being refined and tracked so they can be used for multi-protocol approval in this program year. Until that time, we understand the necessary information required to have projects approved on a case-by-case basis.

**V.5.3 Final Inspection**

No Subgrantee may report a dwelling as having been weatherized until all weatherization materials identified for installation at said dwelling have been installed and the Subgrantee, or authorized representative, has performed a final inspection(s) of said dwelling, including any mechanical work performed, and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by 10 CFR 440.21. All final inspections will meet the requirements of the standard work specifications and the NM Field Guide.

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All Subgrantee's final inspections will continue to be performed by a certified Quality Control Inspector (QCI). As of the time of this application, our Subgrantees all have certified QCI on staff. There are currently plans to expand the number of QCI Inspector in each agency as well as continued Tier 1 education for multi-family QCI for the existing individuals that hold those certifications.

The Subgrantee must verify that all weatherization materials identified for installation at the particular dwelling have been installed in a workman-like manner and in accordance with the priority determined by the auditing procedure as required by 10 CFR 440.21, meet the requirements of SWS and our Field Guides prior to reporting the completed unit. Said verification must include, at a minimum, the following verifications and tests:

- 1) All weatherization measures installed by agency's crew(s)
- 2) All mechanical work performed, including verification of new equipment size and rating
- 3) All weatherization measures installed by outside contractors
- 4) CAZ Depressurization Check (BPI Protocol)
- 5) Post-Retrofit Blower Door Depressurization Test, Zone Pressure Diagnostics (See Energy Audit Section for more detail)
  - a. Minimum Ventilation Compliance Verification
- 6) If Duct-sealing was performed:
  - a. Dominant Duct Leakage Check
  - b. Pressure Pan Testing
  - c. System Balance Testing (maximum 3pa pressurization)
- 7) If Mechanical Ventilation has been installed, then the inspector shall verify continuous and peak flow output of the unit through Flow Hood Testing. NOTE: For HRV/ERV installations which use the central supply and return ductwork, Flow Hood Tests may be required at all supply and return register locations. All mechanical ventilation must comply with ASHRAE 62.2 2013.
- 8) Client satisfaction interview and dialogue
- 9) Visual inspection of all work completed
- 10) Detailed and thorough file inspection

The final inspection for each weatherized unit shall be performed by a certified Subgrantee QCI, or a contracted MFA approved certified QCI within thirty (30) working-days of the final day of weatherization work being completed by agency crew(s) or contractors. Any required rework shall be completed in a timely manner, and must be verified by the original inspector.

In the event an energy auditor also needs to inspect the units due to the QCI requirement, MFA's Green Initiatives Manager will inspect 10% of the completed units for that Subgrantee.

Note: The final inspector may perform minor adjustments to previously installed retrofits in order to attain satisfactory inspection results. Such adjustments must not exceed one (1) working hour per unit, and will not be considered a "weatherization retrofit" as noted above.

Once completed, Subgrantees must upload detailed information on each measure installed in the unit, including estimated & actual cost, energy savings and SIR. During the invoicing process, MFA's Green Initiatives Manager reviews the information on the units to determine the accuracy and technical implications of the data.

Disciplinary actions for inadequate inspection processes are outlined in the attached Technical Standards and determined by 100% desk monitoring in addition to the required 5% to 10% field monitoring.

Attached are final inspection forms, final diagnostic testing forms, and technical field monitoring forms.

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**V.6 Weatherization Analysis of Effectiveness**

MFA qualified staff, our in-house on-line reporting system and the NM EnergySmart Academy provide long-term stability of the program. The Academy, developed in partnership with Santa Fe Community College, has earned a growing reputation as one of the premier training centers in the Weatherization Assistance Program. The Academy is IREC accredited in all four training job categories. MFA and our partners use these pieces to enhance communication and target resources where they are needed. Enhanced communication that the systems enable will remain in place going forward and will be used to help align with the announced DOE program requirements.

In order to assess effectiveness, the NM EnergySmart Online System (System) captures the unit production data on a monthly basis. The completed unit data is captured for each agency and shows the projected energy savings in MMBTUs for each auditor in the agency. The System also shows the frequency with which each agency and auditor installs individual measures. The System also allows MFA to assess each Agency's performance in a number of areas. The System-level assessment allows MFA to select individual units for inspection. A separate unit inspection database collects information from inspected units. Monitoring data follows the path of information sharing that occurs through the online system.

MFA uses the System to conduct a 100% desk audit of all units completed prior to paying Subgrantee invoices. Measures installed on each home are compared to determine the relationship between estimated costs and actual costs. SIR and projected energy savings are tracked for each measure and for the unit as a whole. For some measures, more detailed information is collected, including R values of added insulation, Manual J calculations of new heating systems and air reductions relative to the initial blower door reading, air sealing target and the achieved reduction.

This system is also used to flag units that need additional monitoring in the form of unit inspection. Any unusual numbers, costs, or circumstances may trigger the inspection. During the unit inspection, the entire client file is compared to the entries for accuracy along with client interview regarding utility bill savings.

During the MFA unit inspection process of completed units, the techniques used to achieve such reductions and the efficacy of installation methods for all measures is observed and any concerns or findings noted.

MFA provides the Subgrantee information on production, energy savings and measures install during monitoring visits and during peer exchange meetings. During these meetings, the System enables the agency with the most production and the most energy savings to attain status relative to their peers. In addition, the data generated by the System, or during Technical Monitoring and Unit Inspections stimulates dialogue between agency management, MFA's Green Initiatives Manager and the NM EnergySmart Academy Training Academy. Stakeholders can quickly determine the need for additional training. Due to the specific nature of the System's reporting capability, specific training can be directed at specific auditors, inspectors and/or weatherization crews in order to resolve deficiencies in their skill set.

The first is a monthly report that is sent out to of the energy auditors detailing MMBTU savings, client monetary savings as average and total numbers. This will enable the team to see how they compare with others and the national number of 29.3 MMBTUs per home. The second component is the practice of comparing energy auditing estimates with utility bill usage. This helps the team realize how accurate their models are in comparison to actual usage and helps to spawn training where needed.

In the event Subgrantees fail final inspections; they are given the opportunity to remedy the problem within a reasonable time period. This re-work is not eligible for reimbursement. The home may be re-inspected by MFA's QCI, depending on the nature of the failure. If it is a repeated problem, the training center is notified of the area of weakness and modifies the classes or additional classes are scheduled in extreme cases.

When a Subgrantee has management findings or concerns, the Subgrantee is asked to explain how they will improve. This may entail updating their policies and procedures, closer monitoring by MFA, or Tier 2 training to help the Subgrantee understand how the problem occurred and how to prevent it.

The costs of measures are reviewed on a monthly basis prior to invoices being processed to compare with market costs of those particular measures. If something appears to be high, a detailed explanation is requested, or the agency's procurement may be examined for that item.

Continuous progress and improvement is the goal of the combined training and monitoring programs. Through the Tier 1 training, staff continues to be cross trained and the basics are reviewed to widen the capabilities, in addition to ensuring the existing staff understands the basics of the program on the most fundamental levels. Technical monitoring and regular conversation helps determine Tier 2 training needs or additional Tier 1 needs.

**V.7 Health and Safety**

See attached Health and Safety Plan.

**V.8 Program Management**

**V.8.1 Overview and Organization**

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The New Mexico Mortgage Finance Authority (MFA) was created by the New Mexico State Legislature in 1975 as a statewide government "enterprise" to provide financing for affordable housing to medium and low-income persons and receives no money from the state to operate. MFA is governed by a board of seven members. Four members are appointed by the Governor and three members serve by virtue of their state office: the State Attorney General, the Lt. Governor and the New Mexico State Treasurer. The Chairman of the Board is appointed by the Governor. Rules and regulations formulated by the MFA are approved by a Legislative Oversight Committee of the State Legislature. The committee is comprised of eighteen members.

By Executive Order 97-01, the State Governor transferred all federally funded housing programs to MFA on January 14, 1997. The Weatherization Assistance Program (WAP) was included in this transfer. Consequently, MFA took over the administration of the WAP during the ongoing plan for 1996-97. Shortly thereafter, MFA staff produced its first plan (1997-98). MFA does not administer the State Energy Plan nor LIHEAP.

MFA has assigned significant managerial resources to the Weatherization Assistance Program to ensure its successful administration. A list of MFA personnel with direct WAP responsibilities is provided here. MFA has integrated WAP as a core activity throughout its organization; e.g. Information Technology, Legal, Planning, Human Resources. Thus the whole organization is available to act on WAP activities and issues.

**Weatherization Program and Support Staff:**

Rose Baca-Quesada is the Director of Community Development and she is responsible for the successful implementation of the weatherization program. She provides direction to staff and promotes the weatherization efforts externally. Her oversight includes directing the activities and acceptable performance of the weatherization Subgrantees and ensures that MFA and Subgrantees are in compliance with all regulatory and contractual requirements of the program. She ensures the monitoring of Subgrantees is in compliance with their contracted programs in accordance with regulations outlined in federal/state contractual agreements and MFA's Compliance Manuals. Ms. Baca-Quesada works with staff in assisting the efforts to build their capacity through training and providing technical assistance on the program development. Ms. Baca-Quesada also oversees the efforts to increase funding for the program.

Amy Gutierrez has been the Program Manager for the Weatherization Program since 2016. She came to the position with 20 years of management experience with a concentration in contracts, budgets and finance. She is responsible for overall program direction and supervision of the program, leverage efforts, coordination with grantee staff; and the overall management of Subgrantees.

Troy Cucchiara is the Green Initiatives Manager and is responsible for the technical aspects of the program which include training and technical assistance and health and safety issues. Troy is responsible for the NM EnergySmart Program's compliance with all DOE technical requirements. His qualifications include 10 years of field experience and he holds certificates for several areas in the field of weatherization including QCI and Multi-Family QCI Certification. His responsibilities include 5.0% to 10% of file and on-site unit inspections in addition to technical monitoring.

The Program Manager and the Green Initiatives Manager will work closely together to monitor Subgrantees' activities. They will conduct a minimum of one financial and operations monitoring visit and one technical monitoring visit per year for each agency. In addition, the team conducts 100% of desk monitoring for each invoice and unit through our online system for all funding sources. A prescribed monitoring tool is used for all monitoring visits.

The team provides training and technical assistance to our Subgrantees as needed throughout the program year.

**Controller and Accountants:**

The Controller and five additional accountants are responsible for reviewing Subgrantee monthly reports, preparing reimbursements, and maintaining all required financial records to account for Grantee and Subgrantee expenditures and balances. They will also be responsible for Subgrantee financial management and quarterly reporting to DOE.

**Administrative Support:**

The Administrative Support staff provides Human Resources, Office Management, and Marketing and Information Technology support to weatherization staff necessary to carry out the functions of the weatherization program. MFA will comply with the record keeping requirements prescribed on section 10 CFR 440.24, and with the reporting requirements on section 10 CFR 440.25.

**Managers and Staff:**

The Senior Managers and MFA Staff include seven people who will be responsible for the successful implementation of the program. They will provide direction to staff and promote the weatherization efforts externally.

**V.8.2 Administrative Expenditure Limits**

Our admin is set at 10% total with MFA receiving 5% and the remaining 5% allocated to our Subgrantees. We will not be requesting additional admin funds as both Central New Mexico Housing Corporation and Southwestern Regional Housing and Community Development Corporation both exceed the \$350,000

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threshold.

### V.8.3 Monitoring Activities

#### Monitoring Approach

MFA assists its Subgrantees with their efforts to resolve problems encountered in the administration and operation of the NM EnergySmart Program and to ensure compliance with all applicable Federal and State laws, rules, and regulations. To achieve this goal, Amy Gutierrez, the Program Manager will conduct the programmatic monitoring, and Troy Cucchiara the Green Initiatives Manager will conduct the technical monitoring. \$3,310 of the training and technical assistance funds will be used for monitoring purposes.

The primary areas of oversight include:

- General Organization
- Reporting
- Rental Property
- Procurement Procedures for Vehicles, Equipment and Materials
- Current Contract(s) and Budget(s)
- External Audit Procedures
- Fiscal Operations
- Financial Management Controls
- Internal Weatherization Processes
- Technical Operation
- Health and Safety Procedures
- Energy Audit Libraries
- Client Interaction
- Complete In-take Files
- Quality Workmanship
- SWS Compliance

Program staff coordinates all activities and provides clear and concise direction to comply with the applicable standards and regulations. Staff conducts field monitoring of Subgrantee financial activities including financial audits, production and reporting requirements. Program staff also assists Subgrantees to improve operations through training and technical assistance to correct noted problem areas. In addition to the staff that conducts the monitoring, MFA's Accounting Department and Internal Auditor are available when needed to review Subgrantee financial operations.

At a minimum, the staff conducts one on-site programmatic monitoring visit and one on-site technical monitoring visit each year. A comprehensive monitoring tool is used as part of a thorough review of each Subgrantee. If necessary, a follow-up monitoring visit will be conducted to verify that corrective action has been initiated or completed. Through our on-line reporting system, for a more thorough review, the staff conducts monthly spot checks of work done in completed units as well as financial reporting.

Staff will perform an on-site monitoring visit to SW Regional Housing and Central NM Housing Corporation in the November-December 2017 timeframe.

In addition to the monitoring, MFA staff has developed their own QCI inspection policies. Troy Cucchiara will perform certified QCI reviews of client files and inspect the corresponding homes of 5% to 10%. This will occur on a continual basis to ensure that SWS is being followed, there are no missed opportunities, Health and Safety is best practice possible, and the quality work plan is being managed properly. In the event quality is not up to standards training will be provided immediately to correct the issues.

Quality Control Review of units and files consists of carefully looking at every detail for each file prior to the unit visit. The file should accurately tell the story of the weatherization work that took place at the home.

MFA also requires Subgrantees be audited in accordance with section 10 CFR 440.23(d). For program year 2016/2017, only one of the NM EnergySmart Subgrantees met the 2 CFR 200 threshold amount of \$750,000.00.

To complete the approval of the annual external financial audits, the first layer of review is by the Program Manager. The second layer of review and approval is either done by the Director of MFA's Community Development Department or MFA's Controller.

As a follow up to each visit, MFA staff provides the Subgrantee with a written report that describes noncompliance or problem areas and best practices. The report is submitted to the Subgrantee within 30 working days of the visit and the Subgrantee is required to respond within a reasonable period of time to MFA with a Corrective Action Plan as a formal letter that addresses any findings, concerns, and recommendations. This is tracked by an online tracking system that is referred to as Tracker. Follow up communication through phone conversations, email, and necessary onsite visits is continual until the problem is resolved.

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The Subgrantee is made aware of the monitoring instrument used for the visits, since it is accountable for implementation of the program in accordance with the standards and procedures.

In all instances, MFA is committed to working closely with Subgrantee to succeed. However, if after numerous attempts have been made towards compliance or if a Subgrantee is either unwilling or unable to resolve a non-compliance issue, MFA would start to work toward de-funding the agency.

When a problem is resolved to the mutual satisfaction of the Subgrantee and MFA, MFA staff will send a follow-up letter to close the finding.

If there is any suspicion of mismanagement, fraud, waste or abuse or if any significant problems are found, MFA will immediately notify the Inspector General and DOE's Golden Office, in Denver CO.

The MFA will submit annual reports to DOE's Golden Office describing its monitoring efforts to date. The report will include at least the following:

- Number of monitoring visits to each Subgrantee;
- General nature of the findings;
- A discussion of significant corrective actions;

MFA will also have all monitoring reports available, upon request, for DOE inspection;

The MFA will summarize and review its monitoring activities and findings for internal assessment of Subgrantee needs, strengths and weaknesses and annual planning. This data will be incorporated in the New Mexico Consolidated Plan and Annual Performance report.

**Credentials**

MFA staff has substantial experience in monitoring NM Energy\$mart and other Federal and State programs.

The Program Manager, Amy Gutierrez, and the Green Initiatives Manger Troy Cucchiara are responsible for all NM Energy\$mart related monitoring. MFA staff attends Weatherization and related training to maintain current knowledge, practices and regulations.

*Amy Gutierrez, Program Manager.* Ms. Gutierrez joined the MFA in 2016 as a Program Manager of the NM Energy\$mart Weatherization Assistance Program. Prior to joining MFA, she has 20 years of management experience working as a Billing Administrator in 2 law firms. During her employment with each law firm she managed contracts, budgets and all financial business aspects of each firm.

*Troy Cucchiara is the Green Initiatives Manager* and QCI for the New Mexico Mortgage Finance Authority and is the technical manager for the NM Energy\$mart Program. Troy has been involved with the home retrofit industry for 17 years and has been an integral part of the Weatherization Assistance Program for different agencies since 2006. Troy has earned numerous certifications including Commercial Energy Auditor, Water Specialist IV, CBI Thermographer, Lead Certified Renovator, Lead Dust Sampling Technician, AHERA, OSHA 30, Building Analyst, Building Envelope, and Home Energy Professional Quality Control Inspector, and Multi-Family QCI. Troy has been a BPI Proctor for the Santa Fe Community College. Troy's technical experience includes energy auditing, home inspections, program management, water treatment design, inventory control, public speaking, staff training, and client education.

**Levels of Agency Performance**

High Performance or Exemplary Agencies

By way of monitoring review, an agency has demonstrated performance standards that meet or exceed standards that are commonly observed in the following areas:

**Program operations:**

No Health and Safety findings are identified in previous monitoring report.

No procedural findings related to program rules, and policies and procedures.

**Fiscal:**

No annual program specific audit findings.

No material findings in the agency external audit.

**Technical:**

Provide comprehensive service utilizing the latest building science and renewable technology, in a cost-effective manner in accordance with NM Energy\$mart Weatherization Assistance Program guidelines.

**Production:**

In general an agency's production is high relative to funding.

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**Qualified staff:**

Agency will receive higher credit for exemplary status with NM EnergySmart Training Academy staff through participation in the NM EnergySmart Training Plan.

**Risk:**

No "at-risk" elements are found in major categories for an agency.

If the above is met a final visit may be made by an MFA weatherization coordinator for final confirmation of achievement.

**Stable Agency Performance:**

Typically, the frequency of monitoring will be (1) fiscal/operational visit and (1) technical visit per year by NM EnergySmart staff. The need for additional visits within the same year will be determined by the agency's program funding and production level, and the timely responses to any outstanding monitoring findings. MFA expects every agency to meet these standards of performance:

Well-established systems for program administration and operations, with no more than one finding in the following areas:

Compliance with major program requirements, such as, lead-based paint procedures, cost allocation.

- No more than one program specific finding in the annual monitoring visit.
- No more than one fiscal specific finding in the annual monitoring visit.
- Staff is well trained in performance of specific job duties.
- Agency has complete and organized files.
- Evidence of prudent decision making as to the use of program resources:
- Complete scopes of work.
- NEAT/MHEA/TREAT documentation is current and consistent with billing.
- Staff is proficient in the use of auditing software.
- Evidence that NEAT/MHEA/TREAT is used with actual and true pre audit data (including costs).
- Evidence that NEAT/MHEA/TREAT is used effectively and thoughtfully in determining cost-effective measures.
- Staff and contractors have demonstrated proficiency in technical applications, including diagnostics.
- Agency has a minimal number of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.
- Agency complies with OSHA and MFA safety rules, as applicable.
- The agency maintains a professional working relationship with MFA.
- Past corrections are made and reported in a timely manner.
- Participate in NM EnergySmart Peer Exchange meetings.
- No "at-risk" elements are found in major categories for an agency.

**Vulnerable Agency Performance**

If an agencies performance is deficient in some or all of the following levels of performance MFA will prepare a plan to help the agency clear the deficiencies and will provide additional monitoring within the same year:

Has a well-established systems for program administration and operations, with no more than one finding in the following areas:

- Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect cost rate, required contractor information.
- No more than one program specific finding in the annual monitoring visit.
- No more than one fiscal specific finding in the annual monitoring visit. Staff is well trained in performance of specific job duties.
- Lack of prudent decision making as to use of program resources.
- Complete scopes of work.
- NM EnergySmart on-line reporting is current and consistent with billing.
- Staff is proficient in its use of the NM EnergySmart on-line payment system.
- Evidence of the NM EnergySmart on-line payment system is used with actual and true pre-post data (including costs).
- Evidence of the NM EnergySmart on-line payment system is used effectively and thoughtfully in determining cost-effective measures.
- Staff and contractors have not demonstrated proficiency in technical applications, including diagnostics.
- Agency has a number of and severity of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.
- Agency does not comply with OSHA and MFA safety rules, as applicable.
- The agency does not maintain a professional working relationship with MFA.
- Past corrections were not made and reported in a timely manner.

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- Agency does not participate in NM EnergySmart Exchange meetings.
- Agency does not report as outlined in program manual.
- Several "at-risk" elements are found in major categories for an agency.

**At-Risk Agency Performance**

At-risk agencies may be identified as a result of a variety of factors that may include:

- The agency's probation, i.e. an agency's first year with the program.
- There is evidence of significant administrative or program sub-standard performance; for example, repetitive pattern of findings, failure to have copies of permits on file or lack of compliance with historical preservation rules.
- The agency is not in compliance with program policies, procedures and specifications.
- The agency has repeated health and safety findings.
- Agency staff members/crew has deficient technical skills.
- There has been a change in key staff.
- There has been a change in key weatherization Subgrantees.
- The agency has deficient scopes of work (work plan is insufficient).
- The agency has program specific audit findings.
- The agency has fiscal specific audit findings.
- The agency files are incomplete or disorganized.
- The agency staff is unresponsive to MFA requests and deadlines. For example, the agency consistently fails to provide monthly reports and contract closeouts in a timely manner.
- Agency production is low relative to funding.

At-risk agencies will be monitored no less than twice annually. Other factors in the frequency of monitoring visits may be based upon the requirements of specific funding sources.

**V.8.4 Training and Technical Assistance Approach and Activities**

**Objective**

Through Tier 1 and Tier 2 training, MFA's Training and Technical Assistance program will provide the weatherization staff on the Grantee and Subgrantee levels the skills needed on a regular basis to ensure a solid weatherization program with best practices and high quality workmanship.

Historically, the training has addressed the Weatherization Assistance Program from two perspectives, technical weatherization work and program management. This perspective continues to maintain a path improvement for the Program and resolve emergent issues that rise through monitoring and dialogue with Subgrantees and to prepare for Department of Energy program changes.

**Tier 1 and Tier 2 Plans, Maintaining Certification**

The majority of training will be occurring in the Tier 1 category as outlined in this plan. The mandatory Tier 1 training serves numerous accomplishments including review of basic JTA material for certified individuals, updates on changes, cross training to increase capacity, and maintaining workforce credentials. Maintaining QCI certification is of particular importance as it enables compliance with 15-4.

Tier 1 training is offered at the beginning of every month by the NM Energy Smart Academy. Each agency consults with MFA prior to signing up for the classes about what would be most appropriate and based off the most recent desk monitoring, monitoring, unit inspections, or phone conversations. The Tier 1 training classes are determined at least 1 month prior to scheduling the class. Follow up on agency skills and conversations happen on a continual basis.

Tier 2 training is offered throughout the year in the form of ride along field training and as a follow up to Tier 1 training. A portion of Tier 2 Training will be allocated for the use of solar training. This will include learning how to determine whether or not it is cost effective to install solar panels.

**Financial Management Control**

Although MFA allows and encourages Subgrantees to budget for program management training and attend DOE conferences, the Tier 1 training is mandatory and pre-scheduled. Tier 2 training, the remaining budget amount from the required Tier 1 includes prescriptive training resulting from monitoring, financial classes, OMB classes, conferences, and other program management training.

The T and TA funding is closely monitored. Prior to attending a training of any kind, the Subgrantee is required to send an approval request to MFA that includes tuition and all associated costs of the training.

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**Regular Comprehensive Training, Feedback from DOE Visits**

The scheduled training is determined by existing number of staff in each of the four categories, the desired number in each category, monitoring results, and unit inspections. The training schedule may be changed to reflect feedback from the DOE Project Officer monitoring visits. Contractual requirements bind Subgrantees to the training schedule, and mandate MFA allot and approve sufficient T & TA funds to cover the cost of the entire training cascade.

This approach will continue to address both core training to expand workforce capacity, advanced training to develop further specialization and leadership within the workforce, in addition to answering questions related to New Mexico's unique housing stock and climate regions. The program embraces MFA and Subgrantee staff, and focuses on incorporating state technical standards as well as continued compliance with regulatory standards.

This training program builds on increased understanding and utilization of building science to deliver greater energy savings to client homes and ensure homes throughout the state consistently have access to the range of weatherization measures to realize maximum savings.

**Training Activities**

In order to standardize weatherization practices across the state and through all New Mexico's Subgrantees, DOE Standard Work Specifications (SWS) have been developed. These SWS's describing the weatherization process and how specific weatherization measures will be performed, have been incorporated in the customized curriculum to be made available through the IREC Accredited Weatherization Training Center (Academy) and trainers. Implementation of the SWS ensures more uniform energy savings for clients and reduced production costs for the program.

MFA works with the Academy to provide weatherization training. The Academy works with MFA and Subgrantees to develop a comprehensive training calendar each year. In addition to specific course modules, the Academy has the capability of providing Tier 2 training and even additional Tier 1 training as needed in order to resolve emergent issues from MFA or DOE monitoring.

The schedule minimizes production downtime and allows sufficient opportunities for Subgrantees to complete mandatory trainings in a timely manner. The Academy provides both classroom space and a well-equipped lab to optimize skills acquisition across all training levels through a combination of lecture, hands on demonstration and field training. The Training Academy is fully equipped with a mobile rig, a diagnostic cabin, and demonstration units for insulation, attic air sealing, mobile home training, combustion appliances and an online training platform. Access to an expanded staff of specialists will allow additional training in OSHA, Lead Renovator/Dust Sampling, and HVAC.

MFA supported the Academy's IREC accreditation for all four weatherization training programs: Installer, Crew Chief, Auditor and Quality Control Inspector. The structured training cascade, coupled with testing will provide the opportunity for certification of job categories. Attendance of the following training by the Subgrantee selected staff is mandatory:

**Retrofit Installer Technician**

The Retrofit Installer Technician training is a 2-part series of courses focused on developing the skills and knowledge of current and potential Weatherization Installers. Before attending the in-person class, all attendees will have completed the 7-10 hour Retrofit Installer on-line class offered by the New Mexico Energy Smart Academy.

The class covers introduction to weatherization, basic math, health and safety issues, tools and maintenance, materials identification, local construction

details, basic blower door, windows and doors, work scope/inventory/equipment, house as a system, basic building science, insulation and air sealing, venting and moisture, combustion safety.

The in-person class offers five days of building science review, hands-on lab exercises, and in-the-field work order-based weatherization activities to improve the quality and performance of a home. The class has been designed to reinforce and extend the knowledge of building science and tools and techniques for insulating, air-sealing buildings, reducing baseload, and drywall repair, and communication skills.

With a focus on performance, each student is responsible for the appropriate use of insulation blowing machines, blower doors, duct blasters, pressure pans, air-sealing props, installing baseload measures, windows, doors and bath fans, drywall repair, and combustion appliance safety testing for draft and carbon monoxide.

By attending this course, the Installer will gain a deeper understanding about weatherization work scope, job planning, and site management. Successful completion of this course plus OSHA 10, and Lead RRP classes, makes the student eligible for Retrofit Installer Technician certification.

**Crew Leader (Steps 1 through 4)**

Crew Leader covers the complete Installer training, OSHA 30, RRP, Lead Safe Weatherization, First aid and CPR, role of the crew chief, effective crew management, inventory, advanced materials and maintenance, codes, adult learning strategies, hands on diagnostics (blower door, worst case depressurization, pressure pan, basic zone pressure diagnostics), reading an audit, developing a work scope, and additional diagnostics as needed.

These courses focus on developing the skills necessary to be an effective Crew Leader. Step 4 offers three days of theory, role-playing, and hands-on field exercises to prepare Crew Leaders for success in crew management, organization, inventory control, safety, understanding work orders, and quality control. In addition, participants will be discussing building codes and the State Standards for installing weatherization measures in New Mexico. Completion of this course qualifies participants for certification as a Crew Leader.

**Energy Auditor**

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Energy Auditor series of classes prepare candidates for the BPI Home Energy Professional Energy Auditor Certification exams. This course focuses on developing the skills necessary to be an effective Energy Auditor consisting of theory, role-playing, and hands-on field exercises to prepare Energy Auditors for success in performing a comprehensive energy audit. The course covers introduction to weatherization and auditing, health and safety issues specific to weatherization, construction details, building science, equipment, basic math, code compliance, data gathering, HVAC for auditors, NEAT and MHEA, OSHA30, RRP, Lead Safe Weatherization, AHERA, ASHRAE 62.2 2016, Communication skills, Advanced NEAT and MHEA.

Diagnostic tests included:

- Blower door & pressure differential
- Duct pressurization & pressure pan
- Ventilation fan flow rate
- Combustion safety (gas leaks, worst-case CAZ, spillage, draft, CO)
- HVAC assessment, temperature rise, steady state efficiency

**QCI**

Quality Control Inspector will cover Introduction to weatherization and auditing, health and safety issues specific to weatherization, construction details, introduction to building science, equipment, math basics, blower door and pressure diagnostics, worst case combustion testing/combustion safety, purpose of monitoring and inspecting, interpreting diagnostics, understanding and interpreting the NM technical standards.

**Compliance With Mandatory Tier 1 Training**

While the Academy maintains a record of trainings attended and credentials obtained, each Subgrantee is responsible to ensure that staff attend all required trainings for their job classification. MFA encourages Subgrantees to budget for initial training and training sufficient to maintain credentials. MFA monitors the Subgrantees for compliance. If a Subgrantee does not have sufficiently trained staff, including new staff, the agency must develop and implement a training plan sufficient to achieve compliance. In addition to prior class consultation, MFA will monitor training milestones to help support the path toward compliance.

**New Employment Training**

MFA encourages Subgrantees to hire certified staff from the network however, if that is not possible; MFA does not require Subgrantee staff to have certification prior to hiring. Each Subgrantee is required to have a Training Plan for each job position. Upon hire, the employee is required to complete the on-line training curriculum within the first 90 days of employment. In addition, Subgrantees must have an internal training/shadowing on the job mentoring plan. Each new staff member is responsible to attend and pass all the courses required for their job category within a year of being hired. MFA monitors this requirement and if the employee is not within compliance they will not be allowed to work in the homes until the requirement is completed.

**Lead-Safe Weatherization**

MFA will offer RRP and Lead-Safe Weatherization training at least four times per year. All Subgrantees are required to be trained in LSW work practices and to attend the 8-hour training. This training includes the curriculum developed by DOE. The LSW training is a combination of classroom exercises and demonstration of tools and materials. The focus is on the practical application of LSW work practices and the inclusion of required educational materials and appropriate documentation of LSW containment procedures in all client files. Further training in Dust Sampling will be provided for more advanced crew members.

**Health and Safety**

Health and safety is continuously assessed and discussed throughout the year during our monthly technical calls, and unit inspections. Dialogue also takes place on a weekly basis between the field staff and MFA's technical manager with health and safety questions, comments or issues noticed from monthly reporting or day to day routine assessments. All of this communication can result in Tier 1 or 2 training that can be anything from structured classroom setting to "ride alongs" where the instructor actually accompanies the crew on an actual job site.

**Job Safety**

All Subgrantee field staff will be required to complete OSHA 10 training, and Crew Chiefs, Auditors and Inspectors will be required to complete OSHA 30. These courses will be construction safety courses configured to weatherization through use of Job Hazard Analysis and existing accident and injury logs of the Subgrantees.

**Web Accessible Curriculum**

The Online Weatherization Workforce Development Program, in English and Spanish, will serve as a gateway into classroom training by providing core knowledge necessary to succeed in more advanced trainings. This will ensure the Academy makes efficient use of trainers and facilities. Core content of the Program will be consistent with existing DOE weatherization training, customized to meet New Mexico needs in terms of climate, housing stock and policies.

**Client Education**

In tandem with a well trained workforce, a well-informed consumer will help make best choices in maximizing effect of weatherization measures. Understanding measures to be implemented at a home is key to garnering homeowner and occupant cooperation during installation and afterward. Therefore, a Consumer Education module has been developed along with the Online Curriculum. This module will be available to consumers through a secondary web portal, and also through a DVD that can be left at homes. The Consumer Education module will also be available in both English and Spanish to reach the largest portion of New Mexico population.

The SWS has been thoroughly examined for all client education points. A list of all sections that specifically spell out what needs to be delivered to the clients has

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been given to the Subgrantees and the Subgrantee utilization of these topics are currently part of what monitoring and unit inspections include.

**Training Needs Assessment Policy**

MFA closely communicates with Subgrantees on a consistent basis. In addition to the 5% to 10% quality control site visit and the annual on-site programmatic and technical monitoring, MFA is able to assess training needs very accurately. This is an on-going process and communicated immediately to the Subgrantees when a training need is determined.

**NM EnergySmart Exchange Meetings**

In addition to the Training Program, MFA will continue to meet with Subgrantees a minimum of three times per year to discuss emergent issues. This type of communication helps maintain consistency in the services provided throughout the state. Each of these meetings will serve a core group of the weatherization workforce, in addition to including a gathering of program directors to discuss the program. These meetings will include a Program Director round table and, when necessary, staff discussion covering a specific topic, including fiscal, administrative, technical intake and client education issues.

The NM EnergySmart program also has a Technical Committee which meets monthly. The committee is composed of lead technical weatherization staff from each of the Subgrantees, technical members of MFA's EnergySmart staff and Santa Fe Community College. The purpose of the Technical Committee is to identify challenges and share best practice among the agencies.

**Future Program Requirements**

In addition to following all WAP Program Notices, MFA staff stays in close contact with NASCSP, Energy Out West, and other industry experts. Information gathered from phone meetings, conferences, emails, and updates is regularly dispersed to the Subgrantees and the Training Center. If the industry changes or updates warrant a change in training or policies, that is implemented soon after communication or training has taken place.

**Effectiveness of Energy Savings and NM EnergySmart On Line System**

In order to assess effectiveness, the NM EnergySmart Online System (System) captures the unit production data on a monthly basis. The completed unit data is captured for each agency and shows the projected energy savings in MMBTUs for each auditor in the agency. This information is useful in that it can compare agency to agency, and auditor to auditor. Though the climatic conditions are vastly different from the northern part of the state to the southern, these comparisons can be helpful in determining weaknesses and individual training needs.

The System also shows the frequency with which each agency and auditor installs individual measures. The System also allows MFA to assess each Agency's performance in a number of areas. The System level assessment allows MFA to select individual units for inspection. A separate Unit Inspection database collects information from inspected units. Monitoring data follows the path of information sharing that occurs through the online system. MFA shares this information during desk audits of invoices, during monitoring and during Peer Exchange meetings.

**NM EnergySmart On-Line System**

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**Weatherization Plus**

MFA encourages Subgrantees to coordinate the weatherization assistance program with other MFA rehabilitation and Healthy Home programs. When applicable, this maximizes the level of assistance on eligible homes. MFA will offer Subgrantee's training necessary for them to participate in the coordination with builders, developers and Subgrantees for MFA's rehabilitation program.

**State Weatherization Program Manuals**

New Mexico's Program Manual is divided into three parts.

- The Administrative Programmatic Manual. The manual will be updated as rules, regulation and policies change. MFA staff encourages the Subgrantees to "first" go to the manual for guidance. If their questions are not answered through the manual we then request that they call the Program Manager as a "second" level of information. This will allow for consistency across the state and will also provide needed feedback from our Subgrantees if information is missing or not clear in the manual.
- The SWS Field Guide, Deck of Cards, acts as our field guide.
  - NM EnergySmart Technical Standards outlines everything that is not associated to a specific measure which is addressed in the Deck of Cards.

In order to provide the Subgrantees with easy access to the current manuals, MFA has posted them on the MFA website.

**Community Education**

MFA will continue advertising our program, conducting education and outreach in communities across New Mexico and participating in low-income/energy efficiency policy groups. MFA participates in the Low-income Energy Efficiency Work Group, a collaboration of organizations interested in low-income energy affordability

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issues. The group seeks to establish a reliable, recurring funding stream for Weatherization and LIHEAP activities. MFA's continued membership ensures that this group advocates for low income energy conservation programs to include weatherization.

MFA Staff will continue to work to educate members of New Mexico's Public Regulatory Commission (PRC) on the NM EnergySmart Program to support future utility funding. All Subgrantees will continue distributing the required Lead Based Paint notice to all applicants. MFA will continue to require that program participants be asked to complete satisfaction forms after completion of measures.

**Grantee Assessment**

MFA has a technical and programmatic staff member assigned to the NM EnergySmart Program. While both employees remains in close, coordinated contact, the specialization allows each member of the team to pursue training and education sufficient to expand their understanding of the Program. The Technical Program Manager will attend trainings related to maintaining Quality Control Inspector Certification and broader trainings related to building science, program operations and DOE rules & regulations. Programmatic staff will attend trainings offered through NASCSP and DOE conferences.

**V.9 Energy Crisis and Disaster Plan**

**Objective:** The objective of the New Mexico disaster response plan is to implement response activities that ameliorate the effects of the disaster to affected low-income persons with due consideration to the limited funds available during the program year.

**Definition:** A disaster is an event or development in the State declared by a Presidential or Gubernatorial order to be either a Federal or State emergency.

**Procedures:** Declaration of an energy crisis enables a Subgrantee to place households affected by the crisis at the top of the weatherization waiting list. Subgrantee must follow WPN 12-7 and complete all allowed measures by the energy audit. Partial weatherization is not allowed. Once a QCI has approved the work, the crews can move to the next identified unit that qualifies.

If at all possible, the Subgrantee should complete the emergency units within the current program year. If it is not possible, however, the state will work with the Subgrantee Agency to assure the work can be completed during the following program year.

The Subgrantees must maintain a list of the homes served during the crisis and provide the list of measures for each unit and the proposed date for full weatherization during invoice submission.

Criteria include:

1. Households must meet current income guidelines.
2. Priority will be given to elderly person, persons with disabilities, families with children, high residential energy users, and household with high energy burdens.
3. Priority will be determined through the program priority list for the particular disaster area.
4. Homes weatherized **after** September 30, 1994 can receive additional assistance under "Energy Crisis".
5. Incidental repairs to an eligible dwelling will be allowed if the repairs are necessary to make the installation of weatherization materials effective.
6. Elimination of health and safety hazards will be allowed when it is necessary before the installation of weatherization materials.